

**University of Southern Indiana Administrative Senate Minutes**  
**Wednesday, May 6, 2026 | 3 p.m. UC 2206**

**I. Welcome and Call to Order**

- a. Meeting started at 3:03 p.m.

**II. Roll Call**

- a. Present:  
Chair Members: J. Garrison, A. Pryor, and T. Tieken;  
Senators: S. Farmer, L. Groves, E. Hollinger, T. Lutgring, and H. Perigo  
Absent: E. Damm Schmitt, M. Kirk, and E. Ozee
- b. Guest(s): S. Will, liaison

**III. Review and Approval of Minutes: April 2026**

- a. S. Farmer motioned  
b. L. Groves seconded  
c. Motion passed

**IV. Reports of Officers & Standing Committees**

- a. Officers  
i. Chair (Garrison):

President's Council Notes from April 28, 2026:

Key Dates

- Next President's Council Meeting: June 2
- Board of Trustees Meeting: May 8

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President

- Conducted regional visits in Owensboro and Webster County
- Highlighted Lilly 150th Anniversary Celebration (May)
- Emphasized focus on three committees:
  - Enrollment & Marketing
  - Student Process Optimization
  - Resource Optimization

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Provost

- Submitted Lilly proposal for \$8.5M AI-focused grant
  - Undergraduate enrollment up 52 students year-over-year
  - Continuing education credit hours increased
  - Retention 62 students short of target
  - Under-threshold program changes planned for Fall 2027
  - Title II Compliance Deadline (Mobile & Web): April next year
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## Finance

- Budget meetings completed
  - Discussed fund balance and reserve policy
  - Standing Orders: June 16
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## Human Resources (Sarah)

- New benefits broker acquired
  - HR reorganization in progress
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## Enrollment & Student Success (Koryn)

- Freshman class at 78% of goal (down year-over-year)
  - New pilot program targeting accepted but non-deposited students
  - Orientation: first session already full
  - Dean of Students
  - Approximately 90 active student care cases
  - Graduate Studies
  - Summer I enrollment up
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## Academic & Faculty

- Faculty Senate
    - Final Faculty Senate meeting held
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## Operations & Administration

- Austin
    - Tech Services Director search nearly complete
    - New inbox and security (“Defending”) initiative launched
  - Greg
    - Summer data cleanse planned
  - Abby
    - Constance serving as liaison
    - Sarah Hellenberg named new chair
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## Student & Campus Life

- Emi
  - International Student Reception scheduled for May 7
- Abeer
  - Open positions in HRL and RFWC
  - Late Night Breakfast successfully held
- Del
  - Dear Evan Hansen event well attended
  - Bluegrass Hall of Fame internships available
- Dawn
  - Evansville Orr Fellow begins June 1

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#### External Relations & Athletics

- Andrea
  - Alumni corporate events:
  - AMCOR (completed)
  - German American (upcoming)
- Jon Mark
  - NCAA environment described as challenging and uncertain
- ii. Vice-Chair (Pryor)
  - N/A
- iii. Past Chair (Tieken)
  - N/A
- iv. Secretary/Treasurer (Tieken)
  - Budget is \$1,117.54
- b. Standing Committees
  - i. Employee Events and Outreach – Emily Ozee, Chair; Hannah Perigo, Vice Chair
    - Helping administrators connect with each other via hobbies; the form is on the Admin Senate SharePoint; will send the link
  - ii. Employee Relations and Benefits – Michelle Kirk, Chair; Trista Lutgring, Vice Chair
    - One issue that will be discussed on 5/8 in their meeting – consistent messaging from leadership
  - iii. Professional Development – Erin Hollinger, Chair; Spence Farmer, Vice Chair
    - N/A
    - Are planning to meet soon
  - iv. Nominations and Elections – Tricia Tieken, Chair
    - All open positions have a nominee.
    - Ballot will go out on Wednesday, May 13, and voting ends at 5 p.m. on Tuesday, May 19.
    - Announcement of winners will be sent by 5 p.m. on Monday, May 25.

#### **V. Unfinished Business**

- a. Ongoing Projects:
  - i. Administrator Award Planning

#### **VI. New/Updates Business**

- a. Discuss the AS End-of-Year (EOY) Report template
- b. Best of the Nest Winner for May – M. Doyle
- c. Best of the Nest Winner for June – C. Berrios
- d. Vote on IFCs:
  - i. IFC – Adoption assistance – motion denied by all present members to move the charge forward, and will not move on

- ii. IFC – Reference call with the candidate’s current/recent supervisor – motion denied by all present members to move the charge forward, and will not move on

**VII. Announcements**

- a. Many jobs are open and posted on the HR website. Please share these opportunities with friends and family.
- b. Resources for the new webpage accessibility protocol – more info coming out soon.

**VIII. Adjournment**

Meeting ended at 3:41 p.m.

The next Administrative Senate Meeting is scheduled for June 3, 2026, in UC 2206

## **Committee Goals**

### Employee Events and Outreach:

1. Develop a new administrator onboarding experience - cards, check-in emails, potential buddy system
2. Connect more with current administrators by hosting more events - i.e., BYOLs, employee walks, etc.
3. Monthly administrator emails

### Employee Relations & Benefits

1. Standardize flexible work arrangements: Define eligibility criteria by role, set a default baseline (e.g., 1–2 remote days/week where duties allow), and allow ad hoc flexibility for short term needs for those not utilizing consistent remote days. FREE in terms of actual costs.
2. Create a sick leave donation bank: Re-draft policy and pilot within one area. We need to consider the HR Administrative burden and come up with solutions there. Also, this could be considered a "FREE" endeavor.
3. On campus childcare: Conduct a feasibility study and partnership scan - If anything admin senate can "post" our efforts in USI today to show if this is possible.
4. Compensation and livable wages – always a concern and main reason we can't keep Administrative Assistants here....constant turnover in some departments due to wages; Athletics Department and Marketing/Communications Department all got wage increases when the University went to D1. No other areas were upgraded like that.
5. Vacation Time Policies – need to extend the cap and adjust the earning of vacation days based on tenure (reach 10 years = more vacation).
6. Dress Code Flexibility – helps with costs of business attire, retention, etc.
7. Expanded Flexible Work arrangements – helps with recruiting and retention.

### Professional Development

1. Provide at least one professional development opportunity for administrators per semester
2. Provide the online new administrator welcome session to all new administrators on a regular basis
3. Continue to add content and resources to the Admin Senate PD web page to share professional development opportunities, links to FAQs, and serve as a resource for administrators.

### Nominations & Elections

1. Increase election participation (# of votes) by 5%
2. Utilize Past Chairs to promote elections
3. Review the election process to ensure user-friendliness
4. Engage constituents throughout the year to increase top-of-mind awareness